

Employee Benefits and Services

DESCRIPTION OF MAJOR SERVICES

Employee Benefits and Services, under the direction of the Human Resources Department, administers the county's health, dental, vision, and life insurance plans as well as its integrated leave programs.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Requirements	2,419,579	3,335,953	2,300,000	4,971,537
Total Revenue	2,084,771	2,072,000	3,811,584	2,196,000
Fund Balance		1,263,953		2,775,537
Budgeted Staffing		-		33.0

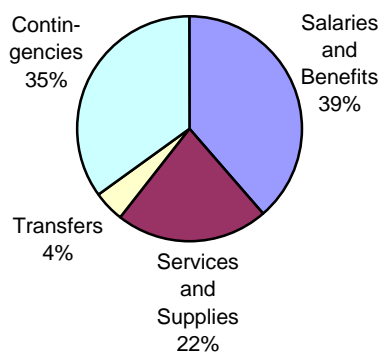
Workload Indicators

Salary savings plan participants	-	-	17,714	20,000
Health plan participants	-	-	24,032	24,000
Dental plan participants	-	-	27,195	27,000
Vision plan participants	-	-	17,770	17,500
Retiree health plan participants	-	-	2,218	2,200
Retiree dental plan participants	-	-	1,154	1,100
Flexible Spending Account (FSA) claims	-	-	6,694	7,000
Short term disability cases	-	-	1,657	1,600

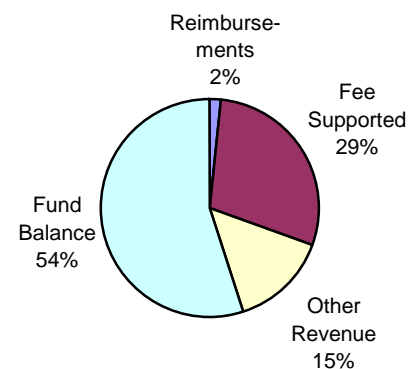
In accordance with Section 29009 of the Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

Beginning in 2002-03, administrative fees and other revenues used to finance the administration of employee benefits were consolidated into this fund. In 2004-05, expenditures related to the administration of employee benefit programs will be included as part of this fund as well. Prior to 2004-05, expenditures were included as part of the Human Resources Department budget (AAA HRD). Prior to 2004-05, revenues received in this fund were subsequently transferred to the Human Resources Department to reimburse actual costs.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Administrative/Executive
 DEPARTMENT: Human Resources
 FUND: Employee Benefits and Services

BUDGET UNIT: SDG HRD
 FUNCTION: General
 ACTIVITY: Personnel

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H 2004-05 Proposed Budget
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		
Appropriation								
Salaries and Benefits	-	-	-	1,948,586	-	1,948,586	-	1,948,586
Services and Supplies	-	-	-	1,112,890	-	1,112,890	-	1,112,890
Transfers	-	-	-	129,126	-	129,126	96,200	225,326
Contingencies	-	706,887	-	-	-	706,887	1,062,848	1,769,735
Total Exp Authority	-	706,887	-	3,190,602	-	3,897,489	1,159,048	5,056,537
Reimbursements	-	-	-	(85,000)	-	(85,000)	-	(85,000)
Total Appropriation	-	706,887	-	3,105,602	-	3,812,489	1,159,048	4,971,537
Operating Transfers Out	2,300,000	2,629,066	-	(2,629,066)	-	-	-	-
Total Requirements	2,300,000	3,335,953	-	476,536	-	3,812,489	1,159,048	4,971,537
Departmental Revenue								
Use Of Money and Prop	140,000	150,000	-	-	-	150,000	-	150,000
Current Services	3,086,584	1,337,000	-	-	-	1,337,000	124,000	1,461,000
Other Revenue	585,000	585,000	-	-	-	585,000	-	585,000
Total Revenue	3,811,584	2,072,000	-	-	-	2,072,000	124,000	2,196,000
Fund Balance		1,263,953	-	476,536	-	1,740,489	1,035,048	2,775,537
Budgeted Staffing		-	-	33.0	-	33.0	-	33.0

DEPARTMENT: Human Resources
 FUND: Employee Benefits and Services
 BUDGET UNIT: SDG HRD

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	3,335,953	2,072,000	1,263,953
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	33.0	476,536	-	476,536
Subtotal	33.0	476,536	-	476,536
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	33.0	3,812,489	2,072,000	1,740,489
Department Recommended Funded Adjustments	-	1,159,048	124,000	1,035,048
TOTAL 2004-05 PROPOSED BUDGET	33.0	4,971,537	2,196,000	2,775,537



SCHEDULE C

DEPARTMENT: Human Resources
 FUND: Employee Benefits and Services
 BUDGET UNIT: SDG HRD

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1.	Transfers Administrative support paid to AAA HRD.		96,200	-	96,200
2.	Other Revenue MOU with Courts for services provided.	-	-	124,000	(124,000)
3.	Contingencies Adjustment for estimated fund balance.	-	1,062,848	-	1,062,848
Total		-	1,159,048	124,000	1,035,048

